

## **WELCOME**

*Dear Students and Parents,*

*On behalf of the entire Richards School family of educators, we welcome you to a dynamic year of successful learning and personal achievement. We are certain that you will strive every day to achieve straight A's – Attitude, Attendance, and Achievement. The faculty and administration decided to establish the use of this planner to assist you in having a more rewarding school year. The policies and procedures contained herein are designed to help us maintain a safe, orderly, and academically productive learning environment for all students. We trust that your experience at Richards School will be enjoyable, challenging, and very rewarding. Have a great year of fun and learning!*

## **RICHARDS R-V MISSION**

*Enable All Students to Become Responsible, Productive Citizens in a Changing World.*

### **BOARD OF EDUCATION**

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### **SPECIAL AREA INSTRUCTION**

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Mrs. Tammy Gross, Special Education  
Mr. Zach Cox, Computers/Media Specialist  
Mrs. Melody Johnson, Band / Music  
Mrs. Heather Bunch, Art  
Mrs. Monika Metz, Library

## **TEACHER EXPECTATIONS**

- Demonstrate belief that all children can reach their fullest potential.
- Show respect for each child and his/her family.
- Come to class prepared to teach.
- Provide an environment conducive to learning.
- Provide meaningful and appropriate learning activities.
- Enforce school and classroom rules fairly and consistently.
- Maintain open lines of communication with students and their parents.

## **STUDENT CITIZENSHIP EXPECTATIONS**

In order for our school to maximize the learning potential of all students, we expect the following:

- Students will strive to attend school every day.
- Students will put forth their best effort.
- Students will produce quality work.
- Students will be respectful and courteous.
- Students will be self-disciplined.
- Students will help the school reach its vision.

## **STUDENT CLASSROOM EXPECTATIONS**

All Richards School teachers will consistently enforce the following expectations daily:

- Students will be prepared for class by having their planner, book supplies, and completed homework.
- Students will be respectful of the teacher, other students, and school property.
- Students will refrain from talking during active instruction and independent study.
- Students will maintain a positive attitude toward learning.

## **PARENT EXPECTATIONS**

- See that children attend school regularly and on time.
- Provide a home environment that encourages children to learn.
- Communicate regularly with teachers.
- Support the school in developing positive behaviors.
- Encourage children to read at home for 20 minutes.
- Become a partner in the learning process by practicing and reviewing schoolwork with children.
- Show respect and support for children, teachers, and the school.

## **RICHARDS R-V PHILOSOPHY**

The Board of Education, administration, faculty, staff, and patrons believe the Richards R-V School District exists to help students by preparing them to become productive citizens in a democratic society. To achieve this, we believe that it is necessary for administrators, teachers, students, and parents to take responsibility for each child's education. We believe that only through common effort will individuals develop the social, intellectual, physical, emotional, and ethical potential, which allows students to become productive members of society.

In order to perpetuate and improve society, Richards R-V will provide an environment for all students to develop habits, knowledge, and technological skills, thereby preparing them to be able to make sound choices and become responsible citizens of the twenty-first century.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his/her capabilities. Through education it is possible for the individual to discover and endeavor to achieve the outer limits of their capabilities.

*We believe*, in a democratic society education must help the student realize his/her worth as an individual and lead him/her toward becoming a productive member of society. Strong emphasis must be placed on democratic values, which are important for an effective and satisfying personal and social life.

*We believe* the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the greatest level of his/her capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote, through teaching and learning the stimulus for achievement, and to promote, through teaching and example, the principles of the democratic way.

*We believe* parents/guardians have definite responsibilities in education. They need to have a basic confidence in and exhibit a positive attitude toward the school. Parents/guardians may do this by cooperating to the fullest with the school, by encouraging the student to give his/her best efforts to the daily school responsibilities, by participating in school activities, and by enforcing regular attendance.

*We believe* students must have responsibilities in the educational program of the community. The most important of these is attitude. The student is obliged to come with an open mind equipped with all the necessary materials, ready to fulfill their responsibilities in the learning process. The basic attitude should be that school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society. We believe that the students should show respect for all other students, adults, and school/individual property.

*We believe* the foundation of the district's educational program is based on the development of the competencies in the fundamentals of reading, oral and written communication, and mathematics.

The school will provide a safe environment in which learning can take place. The school will promote literacy, creative thinking, problem solving, self-esteem, and instill a sense of pride in democracy and America. Therefore, it is the responsibility of the Richards R-V School District to provide an educational environment for the children of the district which will foster and accelerate their intellectual, physical, social and career development, as well as encourage them to be lifelong learners.

## **GENERAL INFORMATION**

Students should not arrive at school before 7:00 a.m. Buses will unload at 7:33 a.m. and formal class work begins at 8:10 a.m. Any student arriving after this time will be considered tardy. School is dismissed at 3:41 p.m. Students being picked up by parents or relatives should not be picked up before the dismissal bell rings. All students who are picked up after school should wait at the North Entrance by the office. Please have your child picked up no later than 3:50 p.m.

## **RELEASE OF STUDENTS DURING SCHOOL DAY**

Students are not permitted to leave the school grounds by themselves at any time during the school day. Parents requesting the release of a child must make the request in the secretary's office. Parents must come to the office to sign the child out of school. It is strongly advised that dental and doctor appointments be scheduled for after school hours if possible.

## **VISITATION**

Individuals out of school (friends, relatives, etc.) are not allowed to visit school during class time. Any exception must be cleared through the principal's office. Parents are invited and encouraged to visit their child's teacher and classroom whenever possible after scheduling a time with the teacher. **All visitors must check in at the office and be announced before going to the classroom.**

## **ATTENDANCE**

Attendance is the key factor in achieving positive outcomes with your education. Irregularity in attendance is the greatest contributing cause of school failure. Students have the responsibility of making up work missed during an absence. Assignments missed have a makeup time equal to and not exceeding the length of absence. Students must consult teachers the first day back for assignments missed. A note explaining the reason for the absence must accompany the student on the first day back. This will help to ensure an excused absence. Truancy is a serious offense and will be reported to the board of education and juvenile authorities. There will be quarterly, semester and yearly attendance awards.

## **TRUANCY POLICY**

1. Eight unexcused or undocumented days absent will be our limit on absences per semester and any days missed over the eight (8) would be considered excessive.
2. Within an eight-day period the district will send two letters home to the parent/guardian from the school informing them of their child's absentee record.
3. Two personal contacts from the school will be made- either by phone, conference at school, or home visit.
4. On the 9th absence, the Deputy Juvenile Officer will be notified of the absences with a copy of all the contacts the school has made (we will send all documentation we have to the Deputy Juvenile Officer).
5. The Deputy Juvenile Officer will send out a contact letter (with a copy of the letter being mailed to the school). Once this contact letter has been sent to the parent and enough time has been allowed for the Deputy Juvenile Officer to meet with the parent/guardian, then it is up to the discretion of the school when or if to hotline.
6. Missouri Children's Division will conduct an investigation and work with the family to correct the situation.
7. If the child continues to miss, the Deputy Juvenile Officer will schedule a meeting between the parents and the task force members involved in that situation.
8. If all these steps do not produce results, the case will be sent to court.

These above steps are to be followed per semester and each student will have a clean slate when the new semester begins.

## **SCHOOL DISTRICT WEBSITE**

The School District Website can be accessed by logging into: <http://richardsschool.k12.mo.us/> All School Board Policies are available on the website, as well as other information that might be timely to the students of the Richards School District and their parents.

## **BAD WEATHER AND SCHOOL DISMISSAL**

Occasionally, school must be dismissed early due to inclement weather. The district will contact each student with the primary phone number listed using the student messaging system. Parents should also tune into local media services. It is essential for parents to provide children with an "emergency plan" for days when students are dismissed early, and parents are not at home. If school is missed, then the corresponding day will follow in accordance with school color codes. Example: Monday was a green day and Tuesday is missed then Wednesday will be a gold day if classes are in session.

## **AMI DAYS**

The Richards R-V School District will use Alternative Methods of Instruction (AMI) on days when the district closes school due to exceptional or emergency circumstances (which would include but not limited to: dangerous weather conditions, utility outages, or an outbreak of contagious disease). When the district uses an AMI day, students will complete activities and assignments at home rather than making up instructional days in the classroom. This reduces the need to add instructional days to the end of the school year.

## **DISASTER PLANS AND EMERGENCY WARNINGS**

At the opening of the school year, the administration will review the school's disaster plans with staff members. Disaster drills, which may include earthquakes, building evacuations, bus evacuation, tornado alerts and hazardous materials responses are scheduled at intervals to ensure a high standard of safety preparedness. Each classroom should have directions posted.

## **HEALTH ROOM**

Parents should complete and return the Student Health Information Update as soon as possible. A new update should be filled out each year. **Please call the school nurse if your child's health needs change during the year.** When a student becomes ill at school (e.g., vomiting, fever of 100°F), the student will be sent home.

Parents/guardians, or the contact person(s) for medical emergencies will be notified. If a medical emergency arises and none of the above can be reached, an ambulance will be called. It is the responsibility of the parent/guardian to provide adult supervision and transportation of the student being sent home for illness or injury.

## **CONTAGIOUS DISEASES**

If your child has a contagious condition, proper steps should be taken immediately to prevent the spread of the disease to the rest of the school population. Your child should be taken to the doctor to receive treatment when appropriate. Your child may return to school when evidence of medical treatment is present or with written consent from your doctor. Students who have these conditions will be sent home until such a time the condition no longer exists (contagious conditions include head lice, scabies, viruses, etc.).

## **IMMUNIZATIONS**

It is unlawful for any child to attend a Missouri school unless the child has been adequately immunized, or parents/guardians have filed for proper exemptions.

Parents/guardians are responsible for providing proof of immunization compliance in the form of Physician or Health facility records. These records must verify the type of vaccine and the month/day/year.

## **STUDENT MEDICINE POLICY**

Medicine should be given at home if possible. If the doctor's orders indicate that medicine must be given during school hours, it will be given if the following rules are followed:

### **Over-the-Counter Medicine**

1. Medication Consent Form must be completed, signed, and returned to school.
2. All medicine must be in the original package with the full label intact.
3. Only the dose listed on the package as appropriate will be given.
4. A doctor's authorization may be required.

### **Prescription Medicine**

1. All medicine must be in the original prescription bottle plainly marked with the student's name, date, medicine name, dose, and time to be given.
  - a. The pharmacy will supply a second prescription bottle at no cost.
  - b. The most current bottle will be kept at school.
  - c. Not more than one month's worth of doses shall be kept at school.
2. The parent/guardian must bring the medicine to school and sign a form authorizing the nurse or her designee to administer the medicine.
  - d. The nurse will follow the physician's directions as listed on the prescription bottle.
  - e. The district will not administer the first dose of any medication.
3. A doctor's written authorization may be required for the following:
  - f. Prescription medicine that is to be given on a long-term basis.
  - g. Emergency medicine such as bee sting kits.
  - h. Self-administration of certain medicines (such as inhalers for asthma).

It is the responsibility of the parent/guardian to pick up any unused medicine. The school nurse will destroy all medicine that is left in the health room after the last day of the regular school year.

## **VISION AND HEARING SCREENING**

Healthy vision and hearing are important for your child's success in school. Difficulties that are not recognized and treated may impact your child's ability to learn.

The district will perform vision and hearing screenings and referrals in accordance with the standardized protocols provided by the Missouri State Department of Health & Senior Services. The recommendations are evidence-based and intended to facilitate early identification of children with vision and hearing problems. In addition, the screenings can be performed at the request of a child's teacher or parent and are required for special education evaluation requests.

If a child fails a vision or hearing screening, parent(s) will be notified with recommendations for further evaluation. If you do not wish for your child to be screened at school, please provide a written notification to the school nurse.

### **Self-Administration of Medication**

A student with a chronic health condition, such as asthma, may assume responsibility for his/her own medication as part of learning self-care, if the following guidelines are met:

- The student's physician provides the school with a written request stating the student be allowed to administer the medication during school hours.
- Parent/guardian provides a note to the school requesting compliance with the physician's order.

### **Emergency Medication**

All student-occupied buildings in this district are equipped with epinephrine premeasured auto-injection devices that can be administered in the event of severe allergic reaction causing anaphylaxis. Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber.

### **CONFIDENTIALITY/RECORDS MANAGEMENT**

Richards R-V uses the following procedures concerning access rights of parents to personally identifiable data relating to their children:

- A record is kept of any authorized personnel who enter any student's records.
- The record of authorized personnel includes the name of the individual, the date reviewed, and the purpose for which the data was reviewed.
- A record of all individuals who have received access to confidential records will be maintained in each file of each pupil.
- No record will be given to outside agencies without written parental permission.
- Parents have the right to have access to their own child's records.

### **GENERAL DIRECTORY INFORMATION**

- Student Name & Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photographs, videotapes, digital images, and recorded sound (unless such records would be considered harmful or an invasion of privacy)
- Degrees, honors, and awards received
- Student date of birth and place of birth
- The most recent educational agency or institution attended
- Dates of attendance
- Parent Names

### **LIMITED DIRECTORY INFORMATION**

The following would be "limited directory information". This means the following information which is maintained by the district may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district. This information will also be available to law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services upon request. The "limited directory information" is as follows:

- Student Address
- Student Telephone Number
- Student Email Address
- Parent Address
- Parent Telephone Numbers
- Parent Email Addresses

### **FILMING OR PHOTOGRAPHS OF STUDENT**

Parental approval is not required when students are photographed, videotaped, or recorded by a representative(s) of the school district for purposes of safety, maintenance of discipline in school or on school buses, any purpose related to a co-curricular or extracurricular activity, or any purpose related to regular classroom instruction. (Examples: include but are not limited to newspaper releases and social media posts for a Richards School approved account). Parents may decline permission for their children to be photographed or videotaped by notifying the principal in writing.

## **STUDENT INSURANCE**

Student insurance will be available to all students on a “school-time” or “full-time” (24-hour coverage) basis. Application forms will be sent home with each student at the beginning of the school year. If insurance coverage is desired during the remainder of the year, please contact the school office.

## **CAFETERIA**

Free and reduced lunches are available to all families who qualify. Applications are sent home with students at the beginning of the school year, and everyone is encouraged to apply. Some school funding is determined by the percentage of families in our district who qualify for free or reduced lunches.

Lunch and breakfast bills cannot be considered retroactively paid once a Free/Reduced lunch form is approved. Therefore, they must be filled out and turned in promptly.

Weekly menus are printed throughout the school year or can be accessed on our school’s website.

## **2024-2025 MEAL PRICES**

- Student Breakfast- \$
- Student Lunch- \$
- Adult Breakfast- \$
- Adult Lunch- \$

## **CAFETERIA EXPECTATIONS**

- While in line, students will keep hands, feet, and objects to themselves.
- Students will use quiet voices- no yelling or loud noises.
- Students are to be escorted to the lunch line in a single file line.
- Students may sit beside friends, but all students will be seated with their respective class.
- Students will use good manners.
- Students will walk in the cafeteria.
- Everyone will treat others with respect.
- Students will clean up their own areas.
- When dismissed, students will exit the cafeteria in a single file line.
- Students will transition to their next class using an appropriate hallway voice level.

## **GRADE REQUIREMENTS**

Each student will have, in each subject area, a minimum of nine evaluations during the nine-week grade period; these may be formal or informal.

Students are expected to achieve mastery of a minimum of objectives in each subject area in order to be considered for promotion to the next grade level at the end of each school year. Students who are not working up to their potential or failing to master the minimum objectives for a particular grade level, may be retained in that grade level until mastery is achieved or satisfactory working potential on the student’s part has been accomplished. A student’s work may be modified to ensure success of an objective. This will be done at the discretion of the teacher.

## **GRADING AND GRADE CARDS**

Mid-term grades will be issued during the fifth week of each quarter to inform you of your child’s progress at that point. At the end of each nine weeks of school, a report card will be sent home showing each child’s progress.

## **GRADING SCALE for 3rd-8th grade is A, B, C, D, F and Pass/Fail:**

93-100.....	A	73-76.....	C
90-92.....	A-	70-72.....	C-
87-89.....	B+	67-69.....	D+
83-86.....	B	63-66.....	D
80-82.....	B-	60-62.....	D-
77-79.....	C+	0-59.....	F

## **GRADING SCALE for K-2 is M, P, SN, and Pass/Fail:**

M= Mastered Standard  
SN= Support Needed

P= Progressing toward Mastery  
Pass/Fail

Parents are encouraged to access **TeacherEase** to view their child's academic progress.

## **RICHARDS ACADEMIC RECOGNITION PROGRAM**

The Richards Academic Program will recognize students who have met certain standards of exceptional effort in academics in the third – eighth grades.

At the end of each quarterly grading period, students who do not have any grades below a B- will be placed on the Quarterly Honor Roll. Students who are placed on the Quarterly Honor Roll for all 4 grading periods will receive Honor Roll recognition. Principal's Honor Roll recognition will be given to students who do not have any grades below A- for all four quarters of the school year. Academic recognition will be awarded at the end of each school year.

- Honor Roll for two or more quarters= Ribbon
- Honor Roll for all four quarters= Medal
- Principal's Honor Roll= Trophy

## **EIGHTH GRADE ACADEMIC HONORS**

Valedictorian, Salutatorian, and Top Ten students will be determined based on their sixth through eighth grade cumulative grade point average.

## **HOMEWORK POLICY**

Homework is the responsibility of the student. All work is due on the date assigned by the teacher.

Students are responsible for initiating and completing all class work to be made up when they are absent. The deadline for make-up work shall be equal to and not exceeding the number of days absent. Work due, tests, term papers, notebooks, etc. assigned prior to the absence will be due when the student returns to school or on the original due date. If a student is absent more than one day, parents/guardians may call the school and request homework assignments for the days the student is absent. If a student is absent for just one day, they should see their teachers when returning to school to pick up any work missed. Teachers will notify parents when a student has a missing or incomplete homework assignment.

## **PROGRAM OF STUDIES REQUIREMENT FOR GRADUATION FROM EIGHTH GRADE**

1. Each elementary student will receive regular instruction in and receive a passing grade for reading, language arts, mathematics, science, social studies, comprehensive health (including tobacco, alcohol and other drug prevention and HIV/AIDS prevention education, and career awareness education).
2. In addition, each elementary student will receive regular instruction in art, music, and physical education.
3. Students in 7<sup>th</sup> and 8<sup>th</sup> grades will receive instruction in The United States and Missouri Constitutions, and American History and Institutions as required by Section 170.011, RSMO.
4. Students in 7<sup>th</sup> and 8<sup>th</sup> grades will have access to a total of four exploratory classes.

## **TEXTBOOKS**

Textbooks will be issued to all students. All books remain the property of the school and their care is the responsibility of the student. Students will be charged for damage or loss of books.

## **SPORTS POLICY**

The Richards R-V School District is a member of the Howell County Athletic Association (HCAA) and provides its students athletic opportunities in the following sports: A and B Team Baseball and Softball, A and B Team Boys and Girls Basketball, A and B Team Volleyball, Boys and Girls Cross-Country, Boys and Girls Track, Cheerleading and Elementary Basketball.



### **Athlete/Parent Responsibilities**

1. Each athlete will have an active health physical on file, less than a year old.
2. Each athlete will perform academically. Athletes will not be allowed to participate in sports if they have a “D-” or “F” in any class during weekly grade checks. Grade checks are done each Wednesday. Anyone below a D will be ineligible for any extracurricular activity until the following Wednesday Grade Report. For example, if the student raises their grade prior to the game on Friday night, the grade check for the week still prohibits their participation. It is important that all athletes always keep grades above a D-. Grade checks will begin two weeks into each quarter.
3. Each athlete is representing the school and will maintain appropriate behavior in and out of the classroom. If an athlete has received discipline from the principal, the athlete will receive the following athletic penalty on the day of the discipline:
  - a. Out of School Suspension (OSS)- Not eligible for practice or a game
  - b. In School Suspension (ISS)- Not eligible for practice or a game.
  - c. After School Detention (ASD)- Not eligible for practice or a game.
  - d. Lunch Detention (LD)- Eligible at Coaches’ Discretion
  - e. Other Disciplines- Principal/Coaches Discretion
4. Each athlete will attend practices and games that have been set by their respective coach. Athletes who miss practices and/or games may receive discipline at the discretion of the coach.
5. Parents need to make arrangements for their athlete to be picked up from practices and games on time.
6. If a parent has an issue with a coaching decision, a conference will be scheduled with the coach, athletic director, and principal after a 24-hour notice is given.

### **EXTRACURRICULAR ACTIVITIES & PRIVILEGES**

Anyone participating in any extracurricular activities will fall under the same academic and behavior requirements as outlined in the Sports Policy. Field trips, club memberships, or concerts are examples of extracurricular activities and/or privileges.

### **ASSESSMENTS**

High-quality student academic assessments are used to assist in diagnosing, teaching, and learning in the classroom enabling students to meet Missouri Learning Standards and master local learning objectives; to determine the success of children services and to provide information to teachers, parents, and students on progress made; and to determine what revisions are needed.

Students in grades K-2nd will be given the STAR Early Literacy, STAR Reading, STAR Math, and the Benchmark Assessment System (BAS) to measure and monitor growth. The Missouri Assessment Program (MAP) will be given to grades 3rd-8th in the spring of each school year. In addition, STAR Reading and Math assessments will be used to track student progress throughout the school year.

End-of-course (EOC) assessments will be administered in accordance with the Missouri Department of Elementary and Secondary Education (DESE). The exact dates of statewide assessments will be posted on the school website and calendar.

Additional assessments may be administered as needed: MAP Practice Forms, teacher administered formative and summative classroom assessments, WISC-V, WIAT-IV, and the WPPSI-IV.

### **READING INTERVENTION PLAN/DYSLEXIA PLAN**

The purpose of this document is to outline the actions of the Richards R-V School District as it relates to identifying and serving students at-risk for dyslexia and other reading difficulties. This is in compliance with Missouri Statute (Section 167.950, RSMo.), which identifies three primary responsibilities for LEAs as follows:

- Conduct universal screening and early dyslexia identification.
- Provide reasonable classroom support for students identified with dyslexia or are at risk for dyslexia.
- Provide two hours of in-service training for all practicing teachers regarding dyslexia and related disorders.

The purpose of this document is to outline the actions of Richards R-V School District to meet the requirements of Senate Bill 319.

- Assessment in grades 3-6 to determine reading level.
- Students in grade 3 found to be reading below 2nd grade level at the end of grade 3 will have a Reading Improvement Plan.
- Students in grade 4 who are reading more than one year below grade level will be required to come to summer school for additional reading instruction.
- Students in grades 4-6 who are reading more than one year below grade level will receive additional hours of reading instruction outside of the regular school day through tutoring/and or summer school.
- The district will repeat this plan as necessary through the end of the student's sixth grade year.
- Parents will be notified of the Reading Improvement Plan.

The following assessment tools will be utilized as evidence of student performance and to identify students at-risk for dyslexia and other reading difficulties. Screening will identify students who are at risk of reading failure, identify the need for intervention, and identify and set goals for achievement.

- Benchmark Assessment System (BAS) (K-3)
- Early Literacy STAR (K-1)
- STAR Reading (2-8)

Transfer students will be assessed immediately upon enrollment in the district.

### **Notification & Documentation**

After a reading grade level is determined, parents will receive notification regarding those students who are considered candidates for retention. Notification will include steps required for intervention and remediation. Individual parent conferences will be scheduled to provide information to parents for use in reinforcing reading skills at home. Intervention and reading plans may include but are not limited to the following strategies.

- Additional reading time.
- Before/after school tutoring focused on reading skills.
- Individual tutoring during the school day.
- Small group instruction during the school day.
- Summer school with emphasis on reading instruction.

### **RETENTION**

The recommendation to parents that their child be retained will occur only after a very thorough and complete professional analysis has been completed. Because retention must be based on the firm commitment that it would benefit the child, the recommendation will be a team decision using the combined knowledge of all professionals working with the student. The staff should be aware of the research into the retention issue.

### **SCHOOL TELEPHONES**

The telephone at the school is a business phone. Calls should be limited only to emergencies, and only with permission from the teacher.

### **CELL PHONES/WEARABLE TECHNOLOGY POLICY**

Students are not permitted to have cell phones and/or smartwatches on school property. They are a distraction to the educational environment; therefore, they are not items that will be acceptable for students to have in their possession. Electronic devices, including smart watches, will be confiscated by the staff and discipline procedures outlined in the Discipline Policy will be followed if a student brings a phone and/or smartwatch to school.

### **ELECTRONIC COMMUNICATION**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages, or other forms of electronic communication. The district's policies, regulations, procedures, and expectations regarding in-person communications at school and during the school day apply to electronic communications, regardless of when those communications occur. Staff communications must be appropriate.

Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts, and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available.

If district-provided devices, accounts, and forms of communication are not available, staff members communicating electronically with students are to obtain supervisor approval prior to communicating with students using the staff member's personal devices, accounts, etc. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations, and procedures.

A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages, or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored form of communication related to the class or activity.

The staff member will provide notification to parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor. Staff members are required to provide their supervisors with all education-related communications with district students upon request.

Staff use of any electronic communication is subject to the district's policies, regulations and procedures including but not limited to, policies, regulations procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.

The district discourages staff members from communicating with students electronically for reasons other than educational purposes. This does not limit staff members from communicating with their children, stepchildren or other people living within the staff member's home who happen to be students of the district.

## **REPORTING**

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor, or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed. Any staff member who possesses knowledge of or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's Compliance Officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate, or otherwise discriminate or retaliate against a staff member for reports made in good faith.

## **PROGRAMS FOR HOMELESS, MIGRANT, AND ESL STUDENTS**

*From FILE: IGBH, IGBCA, IGBCB*

The Richards School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

The Board of Education of the Richards R-V School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible.

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district.

Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs.

Any person having inquiries concerning Richards R-V School District compliance with providing services for students who are considered migrant, homeless or are learning English as a second language are directed to contact Mrs. Colbi Gastineau, 3461 CR 1710, West Plains, MO 65775. Mrs. Gastineau has been designated by the Richards School District as the coordinator for these programs.

### **CHILD CUSTODY ISSUES**

According to Board Policy (JO-R), both natural parents of a student, regardless of the parents' marital status (unless a court order or divorce decree specifically removes one parent's rights) may have knowledge of and/or participate in the child's education.

In cases where a student is not living with both natural parents, the school will recognize the custodial parent as the person with whom official school contact is made. If there are parental controversies or disputes, the school office must have legal documentation to enforce the wishes of the legal guardian.

The school will try, upon request, to provide the non-custodial parent with the educational information they need in order to stay informed and involved with their child's progress. However, it is not always possible to keep the non-custodial parent informed of all school activities and programs. Therefore, the non-custodial parent has the responsibility to communicate with the school to obtain the information needed.

Occasionally the school has been asked by a custodial parent not to allow their child to leave the school premises with the non-custodial parent. **WITHOUT LEGAL DOCUMENTATION ON FILE, EITHER NATURAL PARENT WILL BE ABLE TO SIGN OUT THEIR CHILD FROM SCHOOL.**

### **CHILD ABUSE**

Any employee of the school is required to report suspected cases of child neglect or abuse to appropriate state officials. If we suspect a child has been abused, we will call the Child Abuse hotline to report. State officials will then follow up with a detailed investigation of the report.

### **HAZING POLICY**

"Hazing" means any action taken or situation created that causes, or is reasonably likely to cause harassment, bodily danger, or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with the school.

The Richards R-V district strictly prohibits students from engaging individually or collectively in any form of hazing or related initiation activity on school property, in conjunction with any school activity, or involving any person associated with the school, regardless of where it occurs. Consistent with the Safe Schools Act and Sexual Harassment policies, any student who participates in hazing or related initiation activities, or conspires to engage in hazing will face misconduct, and bullying in the student handbook. Activities that may be construed as hazing under this policy include, but are not limited to, the following:

- Activities that involve physical brutality or physical aggression that causes or is reasonably likely to cause bodily danger or physical harm to an individual.
- Any act that involves forced consumption of food, alcohol, drugs, or other substances, or any other forced physical activity that could adversely affect the physical health or safety of any individual.
- Any activity that would subject an individual to extreme mental stress, embarrassment, or emotional harm, or any other forced activity that could adversely affect the mental health or dignity of the individual.

## **NOTICE OF NONDISCRIMINATION**

Richards R-V School District does not discriminate on the basis of race, color, national origin, sex, disability, gender identify, sexual orientation or age in its programs, activities or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Boy Scout Act and Title II of the Americans with Disabilities Act of 1990. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Melonie Bunn, Superintendent, 3461 Co Rd 1710, West Plains, MO 65775. Phone: 417-256-5239. For further information on notice of non-discrimination, you may contact Kansas City Office, Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114. Phone: 816-268-0550. Fax: 816-823-1404. TDD: 877-521-2172.

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with our School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment of employment in, its programs and activities.

## **NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are as follows:

- The right to inspect and review a student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent of the time and place where records may be inspected.
- The right to request the amendment of the student’s education record that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal and clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA compliance is:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202*

## **PUBLIC NOTICE- FREE AND APPROPRIATE PUBLIC EDUCATION**

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review in the Office of the Superintendent of Schools during regular school hours on days school is in session.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This Census is compiled as of May 1 each year. This information is treated as confidential information to be collected including the name of each child, parent/legal guardian's name/address, birth date and age of each child, and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact your school district.

*Dr. Melonie Bunn, Superintendent- Richards R-V Schools- (417) 256-5239.*

## **PUBLIC ANNOUNCEMENT SURROGATE PARENT PROGRAM**

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a parent whose parental rights have been terminated.

Richards R-V School District is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District will notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for individuals serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate parent contact person Mrs. Amber Squires, Director of Special Services at (417) 256- 5239.

## **NONDISCRIMINATION**

Students, their parents, and employees of the Richards R-V District are hereby notified that this school district does not discriminate based on race, color, religion, national origin, gender, ancestry, or handicap, and is required by Title XI and Section 504 not to discriminate on the aforementioned items in its educational activities and employment practices. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed, who oversees the School District's efforts to comply with the laws and regulations implementing the cited laws and regulations.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the cited laws and regulations may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

Any person having inquiries concerning Richards School District R-V compliance with Title XI and Section 504 is directed to contact Dr. Melonie Bunn, 3461 CR 1710, West Plains, MO 65775. She has been designated by the Richards School District to coordinate the school district's efforts to comply with Title XI and Section 504.

### **Nondiscrimination in Education Programs**

Gender will not be used as a basis for determining admission to educational programs of the Richards R-V School District. Gender will not be used as a basis for determining a student's access to or participation in any course. Students may be separated on the basis of gender for class activities where the materials and discussions deal exclusively with human sexuality or where physical education classes are engaged in competition in body contact sports. No course will be offered to only one gender. Gender discrimination in academic or vocational counseling is also prohibited.

Title IX requirements do not apply to the selection or use of textbooks or curricular materials. The Richards R-V School District does recognize that gender stereotyping in curricular materials is a serious matter; and textbooks and materials considered for use in the school system will be examined for such stereotyping.

### **Nondiscrimination in Educational Activities**

Gender will not be used as a basis for preventing a student's participation in extracurricular activities, school organizations, or competitive athletics.

Open access is available to all students in, but not limited to, the following activities: music, pep club, cheerleaders, intramural sports, athletics, pom-poms, clubs, and organizations. Students may be selected by gender in music if done for voice range. Federal regulations do not require single coeducational teams for all sports. Athletics may be provided either through separate teams for males and females or through a single coed team. Game schedules, practice facilities, locker rooms, coaches and other related items must be made equally available. It is the desire of the school district to provide the sport and levels of competition which effectively meet the interests and abilities of both boys and girls.

### **ESSA COMPLAINT PROCEDURES**

The following is a guide to explain how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education under the Every *Student Succeeds* Act of 2015 (ESSA).

What is a complaint?

- For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (DESE) has violated a federal statute or regulation that applies to a program under ESSA. Who may file a complaint?
  - Any individual or organization may file a complaint.
- How can a complaint be filed?
  - Complaints can be filed with the LEA or with DESE.
- How will a complaint filed with the LEA be investigated?
  - Complaints filed with the LEA are investigated and attempted to be resolved according to the locally developed and adopted procedures.
- What happens if the complaint is not resolved with the LEA?
  - A complaint not resolved at the local level may be appealed to DESE.
- How can a complaint be filed with DESE?
  - A complaint filed with DESE must be a written, signed statement that includes:
    - A statement that a requirement that applies to an ESSA program has been violated by the LEA or DESE, and
    - The facts on which the statement is based, and the specific requirement allegedly violated.

- How will a complaint filed with DESE be investigated?
  - The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.
- The following activities will occur in the investigation:
  - **Record.** A written record of the investigation will be kept.
  - **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
  - **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
  - **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
  - **Verification.** Within five days of receiving the written summary of a complaint resolution, DESE will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
  - **Appeal.** The complainant or the LEA may appeal the decision of DESE to the U.S. Department of Education.
- How are complaints related to equitable services to nonpublic school children handled differently?
  - In addition to the procedures listed, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the U.S. Department of Education must be filed no later than thirty days following DESE's resolution of the complaint (or its failure to resolve the complaint).
- How will appeals to DESE be investigated?
  - DESE will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty-day limit at the discretion of DESE. At the conclusion of the investigation, DESE will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented with fifteen days of the decision being delivered to the LEA.
- What happens if the complaint is not resolved at the state level (DESE)?
  - The complainant or the LEA may appeal the decision of DESE to the U.S. Department of Education.
- Title IX and Section 504
  - Grievance procedures for students, faculty, and staff are available upon request in the superintendent's office at Richards R-V School.

### **RICHARDS PATRONS: PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrate and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Richards R-V School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 who are under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and youth child with a developmental delay.

The Richards R-V School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.



The Richards R-V School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of FERPA.

The Richards R-V School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Richards R-V School District, Monday through Friday, 8:00 a.m.- 4:00 p.m. ***This notice will be provided in native languages as appropriate.***

### **PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE (PPRA)**

The federal Protection of Pupil Rights Amendment ("PPRA") affords parents certain rights regarding a school district's initiation of certain federally funded surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent:* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education: Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of:* any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect:* upon request and before administration or use: Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The School District has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The School District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the School District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided with an opportunity to opt their child out of such activities and surveys. Parents will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales, or other distribution; Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education; Any non-emergency, invasive physical examination or screening as described above. Individuals who believe their rights under the PPRA have been violated may file a complaint with the *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.*

## **BUILDING RULES**

- Students will be in class on time.
- Each student is expected to keep his desk and floor around it in a neat and orderly condition.
- Items will not be shot, tossed, or thrown in the classroom. This includes paper, paper wads, pencils, etc.
- Students shall not at any time adjust, raise, or lower the Venetian blinds in any classroom. This should be taken care of by the teacher.
- Unsupervised running, loud talking, whistling, rough playing, fighting, and scuffling are not permitted in any part of the school building.
- Restrooms are not loitering areas; students should remain there only as long as necessary.
- Upper grade students are not to be in the locker room areas unless they have permission from their teacher. No student shall be allowed in the gymnasium without the supervision of a teacher.
- No student shall be allowed in the kitchen or remove any equipment from the kitchen without permission and approval from the kitchen personnel.
- Students shall not be allowed to assemble about the building at an unreasonable time before the opening of school or loiter about the building after school is dismissed.
- No caps/bandanas/skull caps are to be worn inside campus buildings.
- This is a tobacco, gum, and drug-free campus.
- Suckers are prohibited outside of the classroom, in the cafeteria or on buses due to dangerous situations that can occur while students are moving through the hall, while at recess or when a bus comes to a stop.
- Lockers, including the area around the locker, are expected to remain neat and organized.
- Students shall not block anyone trying to get into his/her locker.
- Voice levels during pass periods and in the cafeteria should remain at a conversational level. No loud and/or unnecessary noise shall be allowed.

## **PLAYGROUND RULES**

*All students are expected to use the playground equipment properly. The following activities will not be allowed at recess.*

- Climbing up the slides
- Standing on or jumping off the slide
- Playing tag on or around equipment.
- Standing, jumping, or twisting of swings
- Wrapping the swing chains around the support bar
- Touching, climbing, or jumping over fences
- Standing on top of any monkey, climbing, or pull up bars
- Throwing rocks, sticks, snowballs, etc.
- Playing dodge ball or ball tag
- Tackling of any kind
- Fighting
- Bullying
- Using profane or threatening language
- Students are not allowed to leave the playground at any time without permission.
- Students who take equipment to the playground are responsible for returning it to the proper place.

## **LOST AND FOUND**

Students who lose or find articles should report them to the office. All student property should have the owner's name on it so it can be returned quickly.

## **UNAUTHORIZED ITEMS BROUGHT TO SCHOOL**

Students are not to bring any items to school that could cause a disturbance. Items such as pagers, laser pointers/pens, CD players, electronic games, glass containers, I-pods, MP3 players, or pets are not allowed unless prior arrangements have been made with the teacher and permission has been given to the student. All items that are brought to school are done so at the owner's liability. The school is not responsible for articles lost or stolen.

## **OPEN CONTAINERS**

Students are not allowed to bring outside drinks to school for consumption in any location other than the school's cafeteria. Water bottles will be allowed at the teacher's discretion. Drinks purchased at school sponsored sporting events do not pertain to this policy.

## **SELLING/TRADING**

Students are not to bring items to school for the purpose of selling or trading.

## **SCHOOL BUS SAFETY RULES**

### **Boarding the Bus**

- Be at the bus stop on time. The driver cannot be expected to wait, or this will cause other students to arrive at their destinations late (high school; ECC; breakfast at school).
- While waiting for the bus, stay away from traffic and stay alert. It is a good idea for students to stay at least 10 feet away from the roadway while waiting for the bus.
- Stay away from the street, alleys, or private property.
- Students will only be picked up at their designated bus stop.
- Wait until the bus has come to a complete stop and the doors open before approaching the bus.
- Board the bus one at a time and use the handrail while walking up the steps.
- Quickly find a seat.

### **Behavior on the Bus**

- Do not speak loudly or make loud noises that could distract the driver.
- Always stay in your seat and face forward.
- Never throw things or distract the driver.
- Do not put your head, limbs, or other items out of the window.
- Keep the aisle clear of books, bags, or other items.
- Balloons, or other items that may block the driver's view, are not allowed on the bus. When items such as balloons pop it also causes a distraction.
- Selling of any merchandise is prohibited on the bus.
- Do not eat or drink on the bus.
- Collect your belongings together before reaching your stop.
- Wait until the bus completely stops before getting up from your seat.
- Always follow the bus driver's directions.
- Do not bully or harass physically or verbally.

### **Exiting the Bus**

- Use the handrail when exiting.
- If crossing in front of the bus, walk at least 10 feet away from the front bumper or until you can see the driver.
- Wait for the driver to signal before crossing.
- Always walk; do not run to the other side of the road.
- When the driver signals, look left, right, then left again- Keep an eye out for traffic.
- If you drop something near the bus, never pick it up without first communicating with the bus driver.
- If your vision is blocked, move to an area where you can see other drivers and they can see you.
- Retrieving mail from your mailbox after being unloaded is highly discouraged.

Bus Safety Rules were created from the National Safety Council and Missouri Department of Social Services.

## **SCHOOL BUS DISCIPLINE**

Students not following the rules may have their bus riding privileges removed. School buses are considered extensions of the school environment. Any pupil whose conduct on the school bus is improper or jeopardizes the safety of pupils may have their school bus transportation suspended. Students suspended from riding a route bus will be unable to ride any bus during the suspension.

***\*\* Consequences for offenses and acts committed on a district bus will be subject to administrative discretion.***

## **STUDENT EXPECTATIONS**

At all times, students are expected to conduct themselves in a respectful manner and be courteous to their peers, teachers, and staff. Richards' students are expected to:

- Respect self, others, and property- profanity, disruptive behavior, and/or public displays of affection are not conducive to the academic atmosphere needed for learning.
- Know and follow all school and classroom rules, policies, and procedures.
- Attend all classes regularly and on time.
- Prepare for each class with appropriate materials and assignments.
- Dress and groom appropriately.
- Participate in projects of your class and organizations as needed.
- Find out what work or assignments have been missed and complete the work in a timely manner.
- Cooperate with the Principal, District Staff, and Law Enforcement in the investigation of disciplinary cases and volunteering known information relating to serious offenses.

When positive efforts have not succeeded in correcting a student whose behavior interferes with the educational and/or activity programs at Richards School, the following corrective measures (in relative order of severity) may be authorized.

- Warning / Write-up by Driver
- Principal/Student Conference
- Loss of Privilege
- Restitution (in case of vandalism, property damage, or theft)
- Bus suspension
- Lunch Detention (LD)
- Corporal Punishment (Swats)
- After School Detention (ASD)
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Expulsion or Long-Term Suspension
- Repeat offenses and/or more severe offenses will result in more severe consequences

## **BILL OF RIGHTS**

- All students and staff have a right to a school that is safe, and a responsibility to follow the school rules and guidelines.
- All students and staff have a right to learn, and a responsibility not to interfere with others' rights to learn.
- All students and staff have a right to be treated respectfully, and a responsibility to treat others with respect.
- All students and staff have a right to their own feelings, and a responsibility to care about the feelings of others.
- All students and staff have a right to use school facilities and supplies, and a responsibility to take proper care of classrooms and materials.
- All students and staff have a right to be accepted as individuals, and a responsibility to accept the differences and uniqueness of others, as long as it does not interfere with a student's right to learn or a teacher's right to teach.
- All students and staff have a right to their own decisions and attitudes, and a responsibility to accept consequences, good and bad.
- All students and staff have a right to their own opinions, and a responsibility to respect the opinion of others.
- All students and staff have a right to be successful, and a responsibility to set goals, seek help, and learn from their mistakes.
- All students and staff have a right to be supported by parents, the school, and the community, and a responsibility to work together and support others.

## **SCHOOL DRESS CODE**

Students are expected to come to school clean and neat in appearance. It is generally accepted that cleanliness, good grooming, and appropriate dress are necessary to minimize distraction, promote health, and provide a productive learning atmosphere.

Extremes in dress, personal hygiene, and overall personal appearance will not be tolerated. Clothing and personal appearance shall not be disruptive to the overall educational climate of the school.

Any article of clothing or personal belonging that presents a health or safety risk will not be allowed.

Common sense, a reasonable attitude, and parent support should eliminate the need to correct students in the area of dress and personal appearance. Final decisions regarding the appropriateness of apparel will be at the sole discretion of the school's administration.

## **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of the school district. No code can be expected to list every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a specific disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, the acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### **DISCIPLINARY TERMS: (not all inclusive)**

**Assault** – Student attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury.

**Bullying** – When one or more people repeatedly say or do hurtful things to another person who has problems defending himself or herself.

**Disparaging or Demeaning Language** – Use of words or actions, verbal, written, or symbolic, meant to harass or injure another person, such as threats of violence, defamation of a person's race, religion, or ethnic origin.

**Disrespectful Conduct or Speech** – Disrespectful verbal, written, or symbolic language or gestures that are inappropriate to public settings, directed at a staff member or another student.

**Drugs/Alcohol** – Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia. Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs or substances represented to be such.

**Extortion** – Threatening or intimidating any student for the purpose of obtaining money or anything of value.

**False Alarm** – Tampering with emergency equipment, setting off false alarms, making false reports.

**Fighting** – Mutual combat, in which both parties have contributed to the conflict, either verbally or by physical action.

**Obscene Language** – Use of words which describe sexual conduct, and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards; and which does not have a serious literary, artistic, political or scientific value.

**Public Display of Affection** – Physical contact that is inappropriate for the school setting.

**Sexual Harassment** – A) the Use of verbal, written, or symbolic language that is sexually harassing. B) Physical contact that is sexually harassing.

**Theft** – Stealing, attempting to steal, or willful possession of stolen property.

**Tobacco** – Possession and or use of any tobacco products on school grounds, bus, or at any school activity.

**Truancy** – Absence from school without the knowledge and consent of parents/guardians, and/or the school administration (Refer to Board Adopted Truancy Policy).

**Weapon-** Offensive/Defensive Dangerous Devices. The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person.

**Vandalism** – Willful damage, or the attempt to cause damage, to real personal property belonging to school, staff, or students.

**Verbal Abuse to Staff of a Threatening Nature-**Disrespectful language to a staff member that is threatening in nature.

**Threatening-** Threatening (verbally or in writing) to bring weapons on or near school property, including school grounds or buses, with the intent to commit harm to people or property. Such threats will be reported to L.E.

**Bomb Threat-** Making a false bomb threat by telephone, computer or to another person. Such threats will be reported to the police.

## **MAJOR DISCIPLINARY ACTIONS**

The following corrective measures that may be issued by the principal are defined as follows:

**Corporal Punishment-** Swats will be administered with a wooden paddle on the buttocks. No more than three (3) swats will be given to one student per day. In all instances, the parent or guardian will be contacted, a certified staff member will witness the corrective action, and the event will be properly documented.

**Lunch Detention (LD)-** Students assigned lunch detention will be assigned to a classroom during lunchtime to work on homework or read a book. Because students must serve lunch detention outside the cafeteria, a sack lunch will be provided for that day rather than a tray lunch. Students are allowed to bring their own lunch to LD as well. Once a student has been assigned lunch detention 3 times for the same offense, the student will be referred to the office. Additional consequences will be at the discretion of the administration.

**In-School Suspension (ISS)-** Students assigned to ISS will be removed from the regular classroom and placed in an isolated setting. Students are to report to the ISS room at 8:10. While in ISS students will be given work from regular classroom teachers to complete during the day. Inappropriate behavior during ISS will result in out-of-school suspension or additional days of ISS. Students are not allowed to participate in after school activities or incentive events on the days they are assigned to ISS. Because students must serve ISS outside the cafeteria during lunchtime, a sack lunch will be provided for that day rather than a tray lunch. Students are allowed to bring their own lunch to ISS.

**Out-of-School Suspension (OSS)-** Students suspended from school will not be allowed to attend extra-curricular activities or be on school property until the suspension has been served. After reviewing the case, the principal will notify the parent/guardian of the incident and decision. Recommendations by the Principal to suspend a student for more than ten (10) days will be presented to the Superintendent for review.

If a student is disciplined with OSS for an act of violence, drug-related activity, or other specified offenses, it will be a violation for the student to be within 1,000 feet of the school property. If a student violates this policy the principal will file a report with the JO.

**After School Detention (ASD)-** The student will serve ASD from 3:45 pm until 5:00 pm. ASD will be assigned as outlined in the student handbook within the discipline section. This will be supervised by a teacher.

## **SUSPENSION GUIDELINES**

A student assigned 5 or more cumulative days of OSS will lose their class trip privileges.

## **8<sup>TH</sup> GRADE TRIP GUIDELINES**

A student will lose their class trip privileges if:

- they earn 4 or more days of OSS during the school year, or
- they earn 8 or more days of ISS during the school year, or
- they earn 4 or more semester F's during the school year

**RICHARDS R-V STUDENT DISCIPLINE POLICY** (*Abbreviations used in Student Discipline Code*):

VW.....	Verbal Warning (Administrative)	OSS.....	Out of School Suspension
LD.....	Lunch Detention	CP.....	Corporal Punishment
ISS.....	In-School Suspension	EXP.....	Expulsion
JO.....	Juvenile Office	ASD.....	After School Detention

The teacher, through classroom rules, a student/teacher conference, a report home and/or a parent/teacher conference will first deal with behaviors in this section. If the behavior continues after these steps have been taken the student will be referred to the principal for disciplinary action. The principal will determine which step a student is placed at based on the severity of the behavior and previous corrective actions taken by the teacher.

\*Annotation- Disciplinary rules and consequences are intended as general guidelines for principals. Individual incidents and circumstances may be taken into consideration by the principal when making final decisions where administrative discretion is used.

<b>OFFENSE</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
CELL PHONE/SMART WATCHES VIOLATION	Device turned over to admin- warning with device returned at the end of the day	Office Referral/ device turned over to Admin./ Parents pick up.		
INCOMPLETE/ MISSING ASSIGNMENT(S)	Parent Contact and 1-3 Days LD	Parent Contact and 1 day ASD	Parent Contact and 2 Days ASD	Office Referral-Administrative Discretion
CHEATING/ PLAGIARISM	Parent Contact and 1-3 Days LD and an alternate assignment given for partial credit	Parent Contact and 3-5 Days LD and an alternate assignment given for partial credit	Office Referral-Administrative Discretion	
FAILURE TO BRING NECESSARY MATERIALS TO CLASS	Warning	1-2 Days LD	2-4 Days LD	Office Referral-Administrative Discretion
FALSIFYING DOCUMENTS/ FORGERY	1-3 Days LD and Parent Contact	Office Referral-Administrative Discretion		
DISHONESTY	1-3 Days LD	2-4 Days LD	3-5 Days LD	Office Referral-Administrative Discretion
DISRUPTIVE MISCONDUCT (Failure to stay on task, etc.)	1-2 Days LD	2-4 Days LD	3-5 Day LD	Office Referral-Administrative Discretion
HORSEPLAY (scuffling, tripping, pile-on, wrestling, etc.) *Not resulting in injuries	1-2 Days LD	2-4 Days LD	3-5 Days LD	Office Referral-Administrative Discretion
INTERNET CONTRACT VIOLATION	Temporary loss of Internet Privileges	Office Referral-Administrative Discretion		
LEWD OR OBSCENE literature, writing, objects, material, language	2-5 Days LD	Office Referral-Administrative Discretion		
LUNCHROOM MISBEHAVIOR	1-2 Days LD	2-4 Days LD	3-5 Day LD	Office Referral- Admin Discretion
POSSESSION or use of DISRUPTIVE/ HARMFUL DEVICE, ITEMS. (i.e., water balloons, peashooters, electronic devices, firecrackers, laser pointers, etc.)	1-5 Days LD and items confiscated	3-7 Days LD and items confiscated	Office Referral-Administrative Discretion	

PROFANITY, DEGRADING/ OFFENSIVE LANGUAGE, GESTURES, OR ACTIONS directed at fellow students	1-5 Days LD	Office Referral- Administrative Discretion		
SELLING OR TRADING OBJECTS AT SCHOOL	1-3 Days LD and parent contact	Office Referral- Administrative Discretion		
DRESS CODE VIOLATION	Warning and Change of Clothing	1 Day LD and Change of Clothing	2 Days LD, Change of Clothing and Parent Contact	1 Day ISS, Change of Clothing and Parent Contact

**The following behaviors should be immediately referred to the principal for action. The principal will determine which step a student is placed on based on the student's disciplinary history and/or the seriousness of the offense.**

OFFENSE	Step 1	Step 2	Step 3	Step 4	Step 5
ARSON (Starting a fire or causing an explosion with the intention to damage property or buildings)	1-10 Day OSS and possible referral to J.O.	11-180 Day OSS and possible referral to J.O.			
ASSAULT (*Contact Juvenile authorities and/or police)	10-day OSS	11-90 Days OSS	EXP.		
BULLYING	1-3 Day OSS	2-5 Days OSS	6-10 Days OSS	11-30 Days OSS	31-180 Days OSS
COMPUTER MISUSE or UNAPPROVED ACTIONS (downloading, file tampering, etc.)	Temporary school-wide computer suspension and/or financial restitution	Permanent school-wide computer suspension and/or financial restitution			
DISCRIMINATORY SLURS (racial, ethnic, sexual orientation, sexual identity, or mental ability)	1-3 Days ISS or OSS	3-5 Days ISS or OSS	5-10 Days OSS	10+ Days OSS	
INSUBORDINATION, DEFIANCE, or DISOBEDIENCE toward any staff member	1-3 Days ISS	3-5 Days ISS	1-3 Days OSS	3-5 Days OSS	5-7 Days OSS
FIGHTING (*Juvenile office notified for each offense)	1-3 Days OSS, ISS	2-5 Day OSS, ISS	10 Day OSS	11-90 Day OSS	EXP.
INDECENT EXPOSURE, sexual acts, actions, etc.	3-10 Days ISS or OSS	11-90 Days OSS	Expulsion		
INSUBORDINATION WHILE SERVING ISS	Additional ½ Day of ISS	Additional ½ Day of ISS	OSS and return for ISS commitment the following day		
OFFENSIVE/ OBSCENE LANGUAGE or GESTURE directed at staff members	2-5 Days ISS or OSS	6-10 Days ISS or OSS	11-180 Days ISS or OSS		



POSSESSION, use, transmission, sharing, or under the influence of alcohol or sharing prescription medication, or illegal DRUGS	5-10 Day OSS	11-90 Day OSS	Expulsion or Admin. Discretion		
POSSESSION/SHARING personal prescription/ over-the-counter medication	1-2 Days ISS or OSS and Parent Contact	3-4 Days ISS or OSS	5-10 Days ISS or OSS	11-90 Days OSS	
POSSESSION, attempted use, or use of DANGEROUS DEVICES	Expulsion or Admin. Discretion				
PUBLIC DISPLAY OF AFFECTION (hugging, kissing, holding hands)	1-3 Days LD and parent contact	3-5 Days LD and parent contact	2-5 Days, ISS or OSS and parent contact	5-7 Days, ISS or OSS and parent contact	6-10 Days ISS or OSS and parent contact
SELLING or supplying MOOD ALTERING CHEMICALS/DRUGS/ ALCOHOL/VAPES	First Offense: 11-90 Day Susp. and Notification of Police	Second Offense: Expulsion / Notification of Police			
SEXUAL HARASSMENT	1-3 Day OSS	4-5 Day OSS	6-90 Day OSS		
SMOKING/VAPING or use of tobacco products on school grounds (*required parent contact)	1-3 Days ISS or OSS	2-5 Days ISS or OSS	6-10 Days OSS	11-90 Days OSS/ Expulsion	
STRIKES, SLAPS, KICKS Directed at staff members	1-10 Day OSS and possible referral to J.O.	11-45 Day OSS and possible referral to J.O.	45-180 Day OSS and possible referral to J.O.		
STRIKES, SLAPS, KICKS (Non-Assault) directed at other students	1-3 Days ISS or OSS	3-5 Days ISS or OSS	6-10 Days OSS	11-90 Days OSS	
THEFT (*Juvenile office will be contacted on any infraction, financial restitution required)	1-3 Days ISS	3-5 Day OSS	6-10 Day OSS	11-30 Day OSS	31-180 Day OSS
THREATENING BODILY HARM TO ANY STAFF MEMBER (*Juvenile office contacted)	1-5 Day OSS	6-10 Day OSS	11-90 Day OSS	Expulsion	
THREATENING BODILY HARM TO ANY STUDENT (*Juvenile office contacted)	1-2 Day OSS	3-5 Day OSS	6-10 Day OSS	11-90 Day OSS	Expulsion
Bomb Threat (will be reported to law enforcement)	10-180 days OSS, referral for expulsion				
Threatening the safety and security of the school (will be reported to law enforcement)	10-180 days OSS, referral for expulsion				

TRUANCY (unexcused absence without consent) (*required parent contact and Juvenile office contact)	1-5 Days LD	1 Day ISS	2-3 Days of ISS	4-5 Days ISS	6-10 Days ISS
VANDALISM (*requires financial restitution)	5-10 Day OSS	11-90 Day OSS	Expulsion		
WILLFUL DAMAGE to school, staff, or student property (*requires financial restitution)	1 Day OSS	2-5 Day OSS	6-10 Day OSS	11-30 Day OSS	31-180 Day OSS
BEHAVIORS NOT COVERED ABOVE	Consequences will be based on the seriousness of the incident and its impact on the safe and orderly operation of the educational environment and/or its impact on the safety and well-being of students.				

**Locker Use Agreement  
(5<sup>th</sup>-8<sup>th</sup> Grade Students)**

We understand and agree to the following conditions governing the use of school lockers:

1. Each student must maintain the assigned locker all school year. Any change requires administrative approval.
2. The lockers belong to the school district and students are permitted to use them as a convenience.
3. The school, its personnel, and the members of the school board assume no responsibility for items left in the lockers.
4. The student shall be totally responsible for the confidentiality of the locker combination (if applicable).
5. Students shall be responsible for keeping the locker clean (free of stickers, writing, etc.). Only masking tape can be used to attach material to the inside of the locker. No material is to be pasted or glued to the inside or outside surface. Lockers will be checked periodically for damage.
6. Students must remove all belongings from the locker on the last day of school; or as directed by school administration. Students are responsible for completely cleaning out the locker. The school is not responsible for items left in the locker after the student leaves at the end of the school year.
7. Any locker may be searched by an administrator with reasonable cause
8. This agreement is valid during the student’s time at Richards R-V.
  - Lockers, desks, computers and other district-provided equipment or areas belonging to the school are subject to search at any time.
  - It is a teacher’s individual discretion on whether to allow student headphones on class trips.
  - The district may conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment at any time.
  - 1st planner is free, 2nd and following planners are \$5.00 each

## Richards R-V School District Technology Use Agreement

### Technology Philosophy

At Richards R-V engaging in relevant technology is used to aid teachers and students in their work and learning. Access to inclusive technology enriches our curriculum and the life of the Richards R-V District. Teachers use appropriate technology to facilitate learning, manage their grades, and communicate both internally and externally. Students are granted technological privileges to be used as a tool of research, collaboration, creation, presentation, management, composition, and communication. The use of technology is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

### Technology Use Agreement

This agreement is between Richards R-V, students, and parents/guardians. All technology provided is for academic or administrative use by students, faculty, and staff. Any user who violates this policy or any applicable local, state, or federal laws, faces the loss of privileges, risks school disciplinary action, and may face legal ramifications. This technology policy includes, but is not limited to, the telephone system, computers, software, networks, wireless networks, Internet access and other services provided for student use at Richards, as well as any other personal electronic devices brought to campus by the student.

District technology resources are provided to promote the education of all students and support their growth and development.

Parents/Guardians are expected to be stakeholders in the implementation of the Student Technology Use Agreement. The signatures on this document indicate parents/guardians have read this agreement and that parents and students understand and support the terms of the agreement.

### Cell Phones/Smart Watches

Students are not permitted to have cell phones and/or smartwatches on school property.

### Richards R-V Technology

When using personal electronic devices or technology provided by Richards R-V for student use, all students should be mindful of the following:

- Use of the networks and wireless networks should be for academic purposes having educational value consistent with learning objectives.
- All files and communications composed, sent, received, or stored on Richards networks are and remain the property of the school. They are not confidential, nor the private property of any student, regardless of content, and may be viewed by Richards staff at any time. The use of any passwords does not guarantee privacy or security.
- Access to certain websites is restricted and Richards monitors Internet browsing history, messages, and files accessed on the district networks.
- Inappropriate materials accessed or stored on the district network can and will be removed without prior notification. This includes, but is not limited to, copyrighted material, threatening or obscene material, inappropriate music, images, or infected files.
- District technology should not be used for commercial activities, product advertisement, or political lobbying.

### Student Access Accounts

- Students will take reasonable precautions to prevent others from being able to use their accounts by keeping passwords confidential.

### Behavioral Expectations

- Use of technology on campus should not disrupt the learning environment.
- Teachers retain the right to determine appropriate use of electronic devices while in the classroom.
- District equipment will be used appropriately; students will not damage or dismantle equipment.
- Technology resources provided by the school will be used properly and not abused or monopolized. "Surfing" the Internet, or excessive downloading of files results in congestion on the district network, which slows down use for others.

### Copyright and Plagiarism

- Copyrighted materials, trade secrets, proprietary information or other protected and controlled material shall not be stored or transferred using the district networks. Transmission of any material in violation of any U.S. or state regulation is prohibited.
- Software is protected by copyright; therefore, students will not make unauthorized copies of software used or found at Richards R-V. Students will not give, lend, or sell copies of software to others.
- Students will not plagiarize words or information.

### Cyberbullying and Social Networking

- Technology may not be used to disturb or harass others in any way.
- Harassment or unwanted or unsolicited contact by members of the school district is prohibited. Any district member who receives threatening or unwelcome communications should bring them to the attention of a teacher/administrator.
- Students may not create, send, access, or download material that is abusive, hateful, harassing, or sexually explicit.
- The creation of false online identities in order to mislead or cause malice is prohibited.

### Consequences

- Any violation of this Student Technology Use Agreement should be reported immediately to the district. Students in violation will be subject to any of the following:
- Loss of privileges and access to the district networks.
- School disciplinary action, including suspension or expulsion.
- Richards R-V reserves the right to seek financial restitution for any loss caused through student carelessness or negligence.

### Photography for Social Media/School Website

***I consent to my child/student's picture being used on the school website or social media.***



**Richards R-V School District  
Handbook Acknowledgement  
2024-2025**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

We (parent/guardian and student) have read the contents of the Richards R-V Student Handbook/Planner and are fully aware of the rules, practices, procedures, policies, and expectations contained therein.

Before signing, please review:

- Student Discipline Procedures (pages 23-26)
- Technology Use Agreement (page 27)
- Locker Use Agreement (page 26)
- Sports Policy-Extracurricular Activities and Privileges (pages 8-9)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_